CAIS Users Group Meeting Day 1	**April 3, 2007 - Tuesday** **8:30 AM to 4:00 PM** **Great Basin Conference Room (1st Floor, Left Side)** **Nevada Support Facility** **North Las Vegas, NV**

Latest Revision Date: March 27, 2007

Type of meeting: General Information and Exchange of Site Feedback on using the Condition Assessment Information System (CAIS) database.

Attendees: Site CAIS Administrators and Inspectors, CAIS Support Contractors, Program Managers and HQ Technical Monitor.

Agenda

1.	Greetings, Introduction and Logistics	Dan Soper	8:30 AM
2.	Site Introductions	Site Personnel	
3.	Site Presentations.. Status of condition assessment programs, implementation, questions, future needs.	All Sites, (approximately 15 minutes per site)	
4.	Best Practices for New Users	Dan Soper, Open Discussion	
	BREAK		
5.	CAIS & CostWorks Project Status	Norm Ayers	
6.	Headquarters News Items	Gary Horn	
	LUNCH		
7.	NNSA 2030 Study…CAIS, CostWorks Support	Ken Baker, Ken Rowe, Norm Ayers, Open Discussion	
8.	OSF's Inspecting & Tracking	Steve Patterson	
	BREAK		
9.	2007 Costing Update Changes, Costing Trends, Master Format 2004	Bob Gair (RS Means) Open Discussion	Master Format 2004 Handouts (Ken Rowe)
10.	Non-inspectable Condition Assessments and Estimating Maintenance Costs	ORNL, Open Discussion	

Additional Information

Special notes: Cellular Phones and Beepers are to be turned off during the meeting in consideration of others.

CAIS Users Group Meeting Day 2	**April 4, 2007 - Wednesday** **8:30 AM to 4:00 PM** **Great Basin Conference Room (1st Floor, Left Side)** **Nevada Support Facility** **North Las Vegas, NV**

Type of meeting: General Information and Exchange of Site Feedback on using the Condition Assessment Information System (CAIS) database.

Attendees: Site CAIS Administrators and Inspectors, CAIS Support Contractors, Program Managers and HQ Technical Monitor.

Agenda

1. House Keeping Business	Dan Soper	8:30 AM
2. CAIS Web Status	Ken Rowe	
3. CAIS Web Enhancements & Bugs, and CAIS User Guide Updates	Ken Rowe, Ruth Ann Smith, Open Discussion	
4. CAIS Support Documentation	Ruth Ann Smith	
BREAK		
5. CAIS - Work Order Mgmt. Electronic Interfaces	Ken Rowe	
6. CostWorks Release 3.0	Ken Baker & Gary Hoitt (RS Means)	
7. CostWorks Enhancements & Bugs	Ken Baker & Gary Hoitt (RS Means), Open Discussion	
8. Sustainment Calculator Overview, Implementation	Ken Baker, Gary Hoitt (RS Means), Open Discussion	
LUNCH		
9. Ad-Hoc Reporting Capabilities	Norm Ayers, Ken Rowe	
10. Ad-Hoc Reporting Guide	Ruth Ann Smith	
11. CAIS Internal & External Websites	Ken Baker, Norm Ayers, Open Discussion .	

Additional Information

Special notes: Cellular Phones and Beepers are to be turned off during the meeting in consideration of others.

CAIS Users Group Meeting Day 3	**April 5, 2007 - Thursday** **8:30 AM to Noon** **Great Basin Conference Room (1st Floor, Left Side)** **Nevada Support Facility** **North Las Vegas, NV**

Type of meeting: General Information and Exchange of Site Feedback on using the Condition Assessment Information System (CAIS) database.

Attendees :   Site CAIS Administrators and Inspectors, CAIS Support Contractors, Program Managers and HQ Technical Monitor

Agenda

1. House Keeping Chores	Dan Soper	8:30 AM
2. CAIS, CostWorks Future… Priorities & Schedule	Norm Ayers, Open Discussion	
BREAK		
3. Site Presentation		
4. Leftovers from Tuesday or Wednesday		
5. Training Needs/Mgmt. Briefings (CAIS Admin, Inspector& CostWorks)	Open Discussion	
6. Next Mtg. Plans.. 1or 2 meetings?	Dan Soper, Open Discussion	
7. Combine CAIS & FIMS with workin groups breakout sessions.	Dan Soper, Gary Horn, Open Discussion	
8. User Group Management Issues	Dan Soper, Open Discussion	
ADJOURN		

Additional Information

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